

Headquarters  
United States Forces Korea  
Unit #15237  
APO AP 96205-5237

United States Forces Korea  
Regulation 614-2

11 January 2007

**Assignments, Details, and Transfers**  
**IN-PROCESSING ORIENTATION PROGRAM**

---

**\*This regulation supersedes USFK Regulation 614-2, 1 September 2004.**

---

For the Commanding General:

DAVID P. VALCOURT  
Lieutenant General, USA  
Chief of staff

Official:



F.W. MORRIS  
Chief of Publications and  
Records Management

---

**Summary.** This regulation establishes policies and procedures for in-processing United States Forces Korea (USFK) service members, civilian employees, and their family members to facilitate in-processing and transition to their assignment in Korea.

**Summary of Change.** This regulation has been substantially changed. A full review of its contents is required.

**Applicability.** This regulation applies to all commands, units, organizations, and activities assigned, attached, or under the operational control of the United States Forces Korea.

**Supplementation.** Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from Headquarters (HQ) USFK, (FKJ1-12), Unit #15237, APO AP 96205-5237, email: [usfkj1jmod@korea.army.mil](mailto:usfkj1jmod@korea.army.mil).

**Forms.** USFK forms are available at [www.usfk.mil](http://www.usfk.mil).

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to the governing service regulation.

**Suggested Improvements.** The proponent of this regulation is HQ USFK, (FKJ1-12). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the HQ USFK (FKJ1-12), Unit #15237, APO AP 96205-5237, email: [usfkj1jmod@korea.army.mil](mailto:usfkj1jmod@korea.army.mil).

**Distribution.** Electronic Media Only (EMO).

## **CONTENTS**

1. Purpose
2. References
3. Commander's Intent
4. Responsibilities
5. Required Training

## **APPENDICES**

- A. USFK Component In-processing New Personnel (Military and Civilian) Orientation Program Self-Inspection Checklist
- B. USFK Component In-processing Spouse Orientation Program Self-Inspection Checklist

## **GLOSSARY**

**1. PURPOSE.** This regulation establishes policies and procedures for orienting all USFK personnel on certain subject areas to facilitate in-processing and transition to their assignment in Korea. This regulation also provides guidance on Spouse Orientation.

**2. REFERENCES.**

a. Required publications.

- (1) [USFK Reg 190-7 \(Installation Access Control System\).](#)
- (2) [USFK Reg 350-2 \(Theater Specific Required Training\).](#)
- (3) [USFK Reg 600-55 \(USFK Good Neighbor Program\).](#)
- (4) [USFK PAM 600-300 \(Noncombatant Emergency Evacuation Instructions\).](#)

b. Related publications.

- (1) AR 600-8-8 (The Total Army Sponsorship Program).
- (2) AFI 36-2103 (Individualized Newcomer Treatment and Orientation (INTRO) Program).
- (3) OPNAVINST 1740.3B (Command Sponsor and Indoctrination Program).
- (4) MCO 1320.11E (Personnel Sponsorship Program).

**3. COMMANDER'S INTENT.** To rapidly in-process personnel into the theater by providing them with the necessary briefings on mandatory subjects needed to sustain combat readiness. To provide spouse orientation programs for all accompanied personnel.

**4. RESPONSIBILITIES. In-processing is an Area Commander responsibility.**

a. Service member and civilian employee in-processing activities are mandatory and will not be superseded for any reason other than a crisis established by the Commander, USFK. Required briefings set forth in this regulation will be conducted within 72 hours after arrival. Personnel arriving on Fridays or during long weekends will receive briefings not later than 96 hours after arrival. Newly arriving personnel are not available to their units of assignment for training exercises, physical training, or other work-related duties while in-processing.

b. Spouse orientation is also an Area Commander responsibility to be conducted as newly assigned personnel arrive. Spouses are required to attend in-processing to receive essential information about living in Korea, including their obligations under the US-ROK (United States-Republic of Korea) Status of Forces Agreement. Only spouses who have attended in-processing will be eligible for a permanent ration card. Area Commanders should coordinate Spouse Orientation Programs with installation Support

Directors and provide Child Development Center services to facilitate attendance of couples with children.

## **5. REQUIRED TRAINING.**

a. All arriving personnel (military, civilian employees, and spouses) will receive the following training:

(1) Sources of Command Information including the [USFK website, BELL Sends, PSA's, etc.](#)

(2) Noncombatant Emergency Evacuation. All immediate family members of U.S.(United States) military members and U.S. Defense Department civilians, and Defense Department civilians themselves, if they are not in positions deemed "emergency essential", are eligible noncombatants. All Noncombatant Evacuation Operations (NEO) eligible personnel shall comply with the requirements outlined in USFK PAM 600-300. Minimum requirements include registration in the USFK Defense Biometric Identification System (DBIDS), have an assigned NEO warden, and have a complete NEO packet in accordance with [Appendix B, USFK PAM 600-300](#).

(3) Base support agencies that are applicable, Defense Commissary Agency (DECA), Army Air Force Exchange Service (AAFES), Medical, Dental, United Services Organization (USO), Morale Welfare and Recreation (MWR), Red Cross, Education Office, Child and Youth Services, Department of Defense Dependent Schools-Korea (DODDS-K). Any other relevant topics, such as on-post/off-post transportation, on-post/off-post child care, sexual assault and sexual harassment, and process for obtaining VISA/Status of Forces Agreement (SOFA) stamp.

(4) [Status of Forces Agreement \(SOFA\)](#). The briefing is to cover aspects of the US-ROK SOFA pertaining to application of foreign criminal jurisdiction to USFK personnel. Items briefed will include rules on ROK pretrial custody for serious crimes, relevant laws such as those addressing prostitution and human trafficking issues, USFK off-post authority, and the official duty concept, i.e. service member involved in a traffic accident operating a government vehicle while performing official government duties. Other currently relevant topics (hiring third country national Nannies and SOFA member employment restrictions).

(5) Consumption of alcohol. The briefing is to cover how off-duty alcohol abuse incidents could jeopardize the relationship we have built with our host country. In addition, the briefing is to cover the legal drinking age (on and off post).

(6) Ration Control/Black Marketing. The briefing is to stress the importance of protecting the privilege of persons authorized access to duty free goods under the US-ROK SOFA, monthly commissary limits, controlled items, and monthly alcohol purchase limits.

(7) Safety. Emphasize the Safety Program objective of accomplishing the mission without unnecessary loss of personnel and equipment. The briefing is to include, as a minimum, the following:

(a) Wearing of reflective vests and helmets while operating or using bicycles/recreational conveyances (in-line skates, coasters, skateboards, and sleds)

(b) Use of running vests while doing physical training

(c) [Driving in Korea](#)

(d) Minefield safety

(e) Winter and summer seasonal safety requirements

(f) [USFK Safety web site](#)

(8) Family Housing Policies. The briefing is to cover the visitation privileges, rules and conduct of spouses and dependents in family housing areas that assure the privacy, well-being, and property rights of all personnel residing in family housing.

(9) Health, Morale, and Welfare Calls. Personnel are to be briefed on authorized calls that can be made to family members using the Defense Switch Network service, Voice over Internet Protocol (VOIP), and other newer technologies.

(10) Electronic Communication. The briefing is to cover authorized official and unofficial internet access and electronic mail using Government resources, to include applicable restrictions. To include on-base family housing, Youth/Teen centers and other on-post community centers ability to access the internet.

(11) Antiterrorism/Force Protection. The briefing is to include instructions on the terrorist threat, the vulnerabilities of personnel and their family members to terrorist acts, defensive measures that can be employed to deter such acts, and [off-limits establishments and areas](#) directed by the local Area Support Commander.

(12) Korean Cultural Awareness. The briefing is to cover the USFK Good Neighbor Program ([USFK Reg 600-55](#)).

(13) Policy and procedures for access to USFK installations by designated country personnel (DCP) as stated in [USFK Reg 190-7](#).

(14) Appropriate and relevant subjects unique to the organization or installation.

b. Military personnel and civilian employees will also receive the following additional training:

(1) Mandatory Theater Specific Training. All arriving personnel and units assigned to, rotating to, or in temporary duty status to USFK will complete mandatory theater specific training per USFK 350-2 prior to arrival. Commanders shall verify completion of this training. Access the training through the [USFK web-site](#).

(2) Equal Opportunity. Reemphasize the Command's Equal Opportunity policy stressing the command's zero tolerance for incidents of sexual misconduct including

sexual harassment and sexual assault. Explanations of what constitutes each must be included in the brief. The briefing also must cover Prostitution and Human Trafficking (PHT) to include Visible Indicators, Hotline Number, and Reporting Process (refer to the USFK PHT Core Curriculum).

(3) Sexual Assault Prevention and Response (SAPR). SAPR training is to focus on prevention education, risk factors awareness, reporting procedures, how to avoid becoming a victim, appropriate dorm/barracks behavior, correlation between sexual assault and alcohol abuse, and victim support. All assigned personnel will be provided the name of their Area Sexual Assault Response Coordinator. Access the USFK SAPR program at <http://www.usfk.mil/old/sa/index.htm>.

(4) Barracks/Dormitory Policies. The briefing is to cover the policies concerning conduct of personnel in the barracks/dormitory that assures the privacy, well-being, and property rights of military personnel residing in barracks/dormitory and barracks/dormitory visitation privileges and rules.

(5) Non-tactical Vehicles. Personnel are to be briefed on the official use of non-tactical vehicles and common violations such as stopping at Burger King, Post Exchange (PX), commissary, unauthorized domicile-to-duty transportation, etc.

(6) Combined Forces Relationships. The briefing is to cover relationships between United States Forces, Republic of Korea Forces, and Korean Augmentees to the United States Army (KATUSA).

c. The Assistant Chief of Staff J1, email: [usfkj1jmod@korea.army.mil](mailto:usfkj1jmod@korea.army.mil), shall exercise staff oversight of the USFK In-processing Orientation Program.

## APPENDIX A

### USFK COMPONENT IN-PROCESSING NEW PERSONNEL (MILITARY AND CIVILIAN) ORIENTATION PROGRAM SELF INSPECTION CHECKLIST

	YES	NO
1. Do commanders, activity chiefs and supervisors ensure new personnel (military and civilian) receive briefings in accordance with paragraphs 5a and 5b?	<input type="checkbox"/>	<input type="checkbox"/>

#### VERIFY COMPLIANCE WITH THE FOLLOWING IN-PROCESSING REQUIREMENTS

2. Sources of Command Information (5a(1)).	<input type="checkbox"/>	<input type="checkbox"/>
3. Noncombatant Emergency Evacuation (5a(2)).	<input type="checkbox"/>	<input type="checkbox"/>
4. Base Support Agencies briefing (5a(3)).	<input type="checkbox"/>	<input type="checkbox"/>
5. Status of Forces Agreement (5a(4)).	<input type="checkbox"/>	<input type="checkbox"/>
6. Consumption of alcohol briefing (5a(5)).	<input type="checkbox"/>	<input type="checkbox"/>
7. Ration Control/Black Marketing briefing (5a(6)).	<input type="checkbox"/>	<input type="checkbox"/>
8. Safety Briefing (5a(7)).	<input type="checkbox"/>	<input type="checkbox"/>
9. Family Housing policies briefing (5b(8)).	<input type="checkbox"/>	<input type="checkbox"/>
10. Health, Morale, and Welfare Calls (5a(9)).	<input type="checkbox"/>	<input type="checkbox"/>
11. Electronic Communication (5a(10)).	<input type="checkbox"/>	<input type="checkbox"/>
12. Antiterrorism/Force Protection briefing (5a(11)).	<input type="checkbox"/>	<input type="checkbox"/>
13. Korean Cultural Awareness briefing (5a(12)).	<input type="checkbox"/>	<input type="checkbox"/>
14. Access to USFK installations (5a(13)).	<input type="checkbox"/>	<input type="checkbox"/>
15. Mandatory Theater Specific Training (5b(1)).	<input type="checkbox"/>	<input type="checkbox"/>
16. Equal Opportunity briefing (5b(2)).	<input type="checkbox"/>	<input type="checkbox"/>
17. Sexual Assault Prevention & Response (5b(3)).	<input type="checkbox"/>	<input type="checkbox"/>
18. Barracks/Dormitory policies briefing (5b(4)).	<input type="checkbox"/>	<input type="checkbox"/>
19. Non-tactical vehicles briefing (5b(5)).	<input type="checkbox"/>	<input type="checkbox"/>
20. Combined Forces Relationships (5b(6)).	<input type="checkbox"/>	<input type="checkbox"/>



## APPENDIX B

### USFK COMPONENT IN-PROCESSING SPOUSE ORIENTATION PROGRAM SELF INSPECTION CHECKLIST

	YES	NO
1. Do commanders, activity chiefs and supervisors ensure newly arrived spouse receive briefings in accordance with paragraph 5a?	<input type="checkbox"/>	<input type="checkbox"/>

#### VERIFY COMPLIANCE WITH THE FOLLOWING IN-PROCESSING REQUIREMENTS

2. Sources of Command Information (5a(1)).	<input type="checkbox"/>	<input type="checkbox"/>
3. Noncombatant Emergency Evacuation (5a(2)).	<input type="checkbox"/>	<input type="checkbox"/>
4. Base Support Agencies briefing (5a(3)).	<input type="checkbox"/>	<input type="checkbox"/>
5. Status of Forces Agreement (5a(4)).	<input type="checkbox"/>	<input type="checkbox"/>
6. Consumption of alcohol briefing (5a(5)).	<input type="checkbox"/>	<input type="checkbox"/>
7. Ration Control/Black Marketing briefing (5a(6)).	<input type="checkbox"/>	<input type="checkbox"/>
8. Safety Briefing (5a(7)).	<input type="checkbox"/>	<input type="checkbox"/>
9. Family Housing policies briefing (5b(8)).	<input type="checkbox"/>	<input type="checkbox"/>
10. Health, Morale, and Welfare Calls (5a(9)).	<input type="checkbox"/>	<input type="checkbox"/>
11. Electronic Communication (5a(10)).	<input type="checkbox"/>	<input type="checkbox"/>
12. Antiterrorism/Force Protection briefing (5a(11)).	<input type="checkbox"/>	<input type="checkbox"/>
13. Korean Cultural Awareness briefing (5a(12)).	<input type="checkbox"/>	<input type="checkbox"/>
14. Access to USFK installations (5a(13)).	<input type="checkbox"/>	<input type="checkbox"/>

## **Glossary**

### **Section I Acronyms**

HQ	Headquarters
NEO	Noncombatant Evacuation Operations
PHT	Prostitution and Human Trafficking
ROK	Republic of Korea
SAPR	Sexual Assault Prevention and Response
SOFA	Status of Forces Agreement
U.S.	United States
USFK	United States Forces Korea

### **Section II Terms**

None